



GROUP THREE HEADQUARTERS
CIVIL AIR PATROL FLORIDA WING
UNITED STATES AIR FORCE AUXILIARY
PO BOX 831, MANGO FL 33550-0831

08 Nov 07

To: Group 3 Staff and Squadron Commanders
From: Commander Group 3 FLWG

SUBJECT: MINUTES FOR COMMANDERS CALL ON 8 NOV 07

This meeting started at 1900 hours and completed by 2126 hours. We opened with a pledge of allegiance and chaplain had to prepare for a trip and could not be present we had a moment of silence.

Attendance:

David L. Leach Maj, GRP3 CC
William Westcott LtCol, GRP3 Finance Officer & SER-FL-243 CC
Robert Leviton 1stLt, GRP3 Operations Officer
Douglass Butler 1stLt, SER-FL-237 CC
Robert T. Kadechka Maj, SER-FL-176 CC
Harold Pochop LtCol, SER-FL-176 CD
Daniel Runge Capt, SER-FL-310 CC
Keith Shewbart Maj, SER-FL-315 CD
Ed Volker LtCol, SER-FL-315 AO
Meagan Puchala C/Capt, SER-FL-315 CAC Primary
Cynthia Quick C/TSgt, SER-FL-315 CAC Visitor
Robert Lowry 1stLt, SER-FL-310 (Visitor)
Edward Kessler Maj, SER-FL-310 (Visitor)
SER-FL-089 (NOT PRESENT)
SER-FL-274 (NOT PRESENT)
SER-FL-301 (NOT PRESENT)
SER-FL-818 (NOT PRESENT)

Commanders Soap-Box Discussion:

1. The first point was no meeting agenda was posted because this was going to be open discussions from all present on how to fix some problems that we have in Group 3.
2. The Group Commander started off with apologizing that the Cadet Advisory Council not meeting during this meeting. There were two cadets from Citrus County Composite Squadron SER-FL-032 present. They were invited to stay in the commanders meeting and provide input.
3. Group 3 squadrons are 100% compliant with the End of Year Finance report. This was a job that LtCol Westcott coordinated with each squadron and wing staff personnel to ensure we were done on time. There were a few squadrons that waited to last minute to complete and required extra assistance from the group finance officer.
4. End of Year Safety Survey (due Oct 31) was only 66% complete. The following squadrons were not compliant, SER-FL-089, SER-FL-237& SER-FL-301. One squadron Hernando County Composite informed Group 3 that their safety officer submitted the report to wing, but a copy was never sent to Group 3 and when the FLWG Safety Officer reported to the Florida Wing Commander & Staff we could not support there statement.
5. The Safety Standown which was required to be reported in the month of October was not reported by several squadrons in which we were only 50% compliant.
6. There are a few of past safety meetings not reported to FLWG through the Wing Companion program.



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7. Group 3 Professional Development Officer LtCol Billy Westcott requested that all promotions and course requirement information to be sent to him via his home address to speed up the processing of the paperwork. We reminded the Commanders that they can still send it to the Group 3 address, but there will be a slight delay since we send the paperwork to him for processing.
8. Group 3 Aerospace Education Officer LtCol Billy Westcott Jr. informed the commanders present that he will be contacting the squadron AEO's to set up a training day for them and that at present time the group model rocketry bivouac currently scheduled in February 2008 and wanted to know if we should change the date because of all events happening in Dec, Jan & Feb. He will be waiting for a response from the squadrons if they want to change the date.
9. Group 3 Operations Officer put out that only one cadet had signed up for the upcoming UDF training which will be located at Vandenberg Airport 17th & 18th of November. He required at least four participants at a maximum of nine to hold the training and if not enough response from the squadrons we will have to cancel this training. Deadline was Tuesday the 13th of November. There are two reasons for this we are requesting funding support from the USAF to cover some expenses and that for him to participate he is requesting a leave of absence from his work in which he does not get reimbursed for. He needs to put in a schedule change request no later than the Tuesday prior to the event. This event has been on the Group 3 calendar since August and the OPS Order was posted 3 weeks ago at the same location.
10. Discussion that a few training mission requests have not been granted because they were not on the funded list. This creates a barrier to allow for our squadron to keep members interested in what we do and prepared for our Missions for America. Group stand was that when the schedule was submitted in May for approval not all squadron activities were properly identified. The group 3 Operations Officer has rogered up that next year's planning will be properly identified and that each squadron should send a representative to assist in the scheduling.
11. Cadet O-Flight for the month of November has not been set up because the host squadron is not coordinating the flights. The point made is that Group 3 will provide the location of flights; the host will establish a project officer and develop a training day for this activity. Example Polk County will coordinate all O-flights out of Polk County, Hernando & Citrus will do the same when the O-flight is scheduled in their area and one of the Hillsborough squadrons will do it when scheduled at Vandenberg. We had lost a lot of O-flight funding because of the cadet reduction in Group 3 (closing of three school squadrons), but we will continue to fly until all funds have been exhausted.
12. Information that has been given out at Commanders Call is not being distributed to the appropriate members and since we only meet every other month there have been times when commanders have not shown up for 4, 6 or even 8 months. This is too long before they get the information. The Group Commander is thinking that we need to schedule a meeting every month if the commanders do not show up.

Open Floor Discussion:

1. We have a problem that reports and information is not getting submitted or distributed properly or on time. The Group 3 Commander needs the help of his staff & squadron commanders in brainstorming, forming & norming to correct this problem.
2. SER-FL-315 representative says that in their situation that all of their staff is new except for a couple of members and that they don't know all of the requirements. Also that there is an instructional & directive problem at all levels National, Region, Wing & Group that conflict with each other and make it harder to do the job. Group Commander agrees, but wants to focus on how we can fix the problem at our level so that we accomplish our missions. We will address Wing & National levels at a later time. At this commander call we want to stay focused on the problems here.
3. SER-FL-315 Cadets present says that they want to be informed earlier so they can make decisions on what they are going to do and can participate in. They also have identified that their squadron has grown considerably in the last year and that some of the senior members are focusing on the cadets. This was good for Group 3 to hear and shows in how business is being conducted.



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4. SER-FL-310 representatives brought up that they didn't know who was the project officer for the upcoming Mission Scanner training on the 17th & 18th of November. It was identified that C/Lt Mathew Dion is the Assistant to Lt Goellner and had set up the training. We still don't know who the pilots are for this training, but the squadron commander showed his concern because he has several members who are to get the required training. The Group Commander will discuss with Lt Goellner and C/Lt Mathew Dion what the status is.
5. Cadets present asked about the up-coming scheduled "Tiger Flight Day" which will be at Vandenberg in December, I had said we will be scheduling as many flights and training as possible in celebration of the Wright Brothers flight. We will post the project Officer by the end of the Cadet Competition at MacDill AFB on the 17th of November.
6. Cadets had also asked about the RST for the upcoming Winter Encampment, which is also scheduled at MacDill during the Competition and also be offered prior to encampment starting.
7. SER-FL-315 representatives had brought up that they think we need to train their members on doing the job. When the Group Commander had brought up the fact that at the Group level in the last year and a half we had set up training days on Saturdays initially every three months and eventually every O-flight. Also a list of suggested training was passed out during the May of 2005 Commanders Call to get input on what training the squadrons needed. No input was received by any commander and with the lack of participation at the Training Days they were dissolved from this year's schedule.
8. SER-FL-310 representative informed Group 3 currently there is no Mission Check Pilots within Group 3. Group Commander will discuss with staff to see what our plan of action is prior to making a statement.

Action Points of Discussion:

1. Communications is weak throughout Group 3 & assigned Squadrons.
2. Members require training to conduct assigned jobs within the squadron.
3. Too many absences from Commanders Call by the appropriate representatives.
4. Squadrons need a list of Group Staff representatives and contact information.
5. Group needs an updated PA from each Squadron with appropriate contact information.
6. Squadrons are required to turn in an activity schedule for events outside their squadron meetings to group for review and follow-up. This report was due in October and only received from SER-FL-310 & SER-FL-243.
7. Project Officers need to be assigned and posted for all activities in ample time to plan, organize and execute the event.
8. Activities should provide follow-up communications to allow members to know what is going on and remind them what is required prior to the event with sufficient amount of time to properly respond & or react.
9. What is CAC doing?
10. Need Mission Check Pilots & Flight Release Officer's.
11. Cap members assigned to staff positions getting the recognition, but are not wanting the responsibilities or just not educating themselves to do the job.

Current Action Plan:

1. All Squadrons will provide an updated Personnel Authorization with contact information to Group 3 Commander NLT 21 Nov 07. When positions are re-assigned the squadron will provide an e-mail to Group Commander within one week and update the Squadron PA within that month and provide an updated personnel Authorization to Group.
2. Group will provide each Squadron with an updated Group Staff Roster once a quarter Oct/Jan/Apr/Jul and if a change has been made will provide that information to each Squadron Commander for proper dissemination.



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3. Group Staff members will contact the Squadron representatives when reports are due at least 2 months in advance and continue to follow-up until said reports are received. If the squadron representative does not respond once informed the Group Staff Member will inform the Squadron & Group Commander. The Group Commander will expect the Squadron Commander to take appropriate action. If the report is not turned in two weeks prior to due date the Squadron Commander & Squadron representative will be bombarded with e-mail and voce communications until complete.
4. All commanders including group are required to review each staff member and position. Then communicate with the member that with the job title comes responsibilities & accountability in which we will be focusing on this year through our increased communications network efforts and Command Policy
5. The Group Plans & Programs Officer will require follow-up actions for activities accomplished at squadron levels to identify goals met, attendance and comments from host squadron. This will be identified in the Command Policy that Group 3 is generating.
6. Commanders Calls will remain scheduled for every other month, but if attendance of squadron representatives is not increased we will schedule them every month.
7. Group 3 will update a Report's Due Date schedule and post on Group website.
8. Squadrons provide an activity schedule to Group Commander NLT 01 Dec 07.
9. Group staff will start contacting the squadron representatives and open the communication channel NLT 01 Dec 07.
10. Group 3 will complete Command Policy initially projected for middle of November but will be extended to NLT 15 Dec 07.
11. All reports that are submitted to FLWG or higher by the squadron shall be courtesy copied to Group 3. If Group 3 does not receive a copy administrative action will be required.
12. Group 3 Commander & Group 3 Cadet Programs Officer will be communicating with the CAC Chair about the direction and actions that will be taking place this will happen NLT 30th of November.
13. Group will revisit establishing training days for members within Group 3 to support their duties and professional development, this includes cadet training. This also will not take away from the responsibility of each squadron to conduct training to promote advancement of cadets and senior members within the squadron. This will be directed to aid them in conducting these at the squadron level.
14. Squadrons are required to provide Group 3 Operations Officer a list of Qualified GTM3, GTM-2, GTM-1 UDF, GTL, Mission Scanners and Mission Observers to NLT 01 Dec 07.
15. Squadrons are required to provide a list of qualified pilots (mission, check, transport, etc...) to the Group 3 Stan/Eval Officer Lt Col David Sweeney and if there are any qualifications waiting (status) NLT 01 Dec 07.

I believe our meeting was successful and that we have things to accomplish. Communication will be the Key to our success.

Respectfully,

David L. Leach Maj, CAP
Commander, Group 3 FLWG